

Rolfe's Nursery School, Health and Safety Plan – July 2021

1. Introduction

The School/College Health and Safety Plan supports the Alpha Plus Group Health and Safety Policy and Arrangements which are accessible via the [Group Portal](#). The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the school/college.

The Health and Safety Plan is not intended to duplicate the Policy and Arrangements, but rather represents a statement of the actions taken by the Head/Principal to ensure compliance with health and safety law.

The health and safety plan will be agreed by the senior leadership team and staff representatives and subject review annually or in the event of any significant change.

2. School/College Roles and Responsibilities

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the school/college as follows:-

2.1 Head/Principal

The responsibilities of the Head/Principal are outlined in the Alpha Plus Group Health and Safety Policy. To ensure the effective management of health and safety within the school/college specific health and safety responsibilities have been delegated as follows:-

Annette Elstob, Headmistress. All responsibilities as listed in the Group Health & Safety Policy. Health and safety issues as they relate to the welfare and protection of children. Operational responsibility for implementation and monitoring of this Health and Safety Plan.

Malcolm Brown, Caretaker. Day-to-day safety, cleanliness and tidiness of the premises. Identifying risks and repairs, and resolving/escalating as appropriate. Liaison with APG Director of Property and outside contractors as required.

Malin Garner, Teacher. Responsible for coordinating termly Health and Safety Meetings and liaising with staff to help enforce and maintain appropriate Health and Safety Measures.

3. H&S Communication and Consultation

3.1 Communication of Health and Safety Information

Health and Safety Information will be communicated to staff as follows:-

- As part of their induction at commencement of employment. This will include the Alpha Plus Group Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role.

- Through ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management
- Display of relevant health and safety information on staff noticeboards
- Access to the Alpha Plus Group Portal
- Through e-mail communication

3.2 Consultation

The Head/Principal has established a Health and Safety Committee in line with the requirements of the Alpha Plus Group Health and Safety Policy and Safety Arrangement on Communication and Consultation.

Membership of the Health and Safety Committee for the School/College is as follows:-

Malin Garner – Lead teacher

Debbie Lopez

Malcolm Brown

The arrangements for meetings and record keeping are as follows:

The Health and Safety Committee meet once every half-term and minutes are kept in the school Health and Safety folder. The minutes from the meeting are shared with all staff by Malin Garner in full staff meeting.

4. First Aid Arrangements

The following arrangements, which are consistent with the Alpha Plus Group First Aid Arrangement as published on the Portal, have been established for the provision of first aid within the school/college:

First aid arrangements are detailed in the [Rolfe's Nursery School First Aid Policy](#)

4.1 First Aiders

All teaching members of staff are fully trained in Paediatric First Aid.

4.2 Administration of Medicines

The arrangements for the Administration of Medicine are detailed in the [Rolfe's Nursery School Administering Medicine Policy](#)

5. Accident/Incident Reporting and Recording Arrangements

The arrangements for Accident and Incident reporting are detailed in the Rolfe's Nursery School are detailed in [individual policies](#)

All accidents, incidents, near misses and dangerous occurrences will be reported to Miss Annette Elstob and recorded in the Accident Book in each classroom. All accidents are audited and reviewed termly by Miss Malin Garner, Health and Safety Coordinator and the findings shared with staff. This is to ensure that, where appropriate, action is taken to prevent a recurrence.

6. Fire Safety

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the [Rolfe's Nursery School Fire Safety Policy and Procedure](#)

7. Lock Down Procedures

Arrangements for lockdown are detailed in the [Rolfe's Nursery School Lockdown Procedure](#). Further Group guidance on [Lockdown procedures](#) is available on the APG Health and Safety section of the Portal.

8. Security of premises

The Headmistress and Caretaker are the designated key holders and are responsible for the security of the building.

The building has CCTV cameras positioned outside the external doors. Office staff can clearly see who is entering or leaving the building. Doors are kept locked and shut at all other times. The recorded CCTV disc can be accessed by Head Office, or the installation company, in the event of an incident.

All visitors are required to report to the reception at both buildings, they must sign in and out and are given visitors badges. Please also refer to the [Visitors Policy](#).

9. Asbestos Survey and Management Plan

Rolfe's Nursery School maintains an Asbestos Certificate which is subject to Annual review, though there are currently no instances of asbestos on the premises.

10. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school/college and are listed below.

Annette Elstob is responsible for the communication of risk assessments to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.

List of Risk Assessments:

- Indoor Risk Assessment
- Indoor Risk Checklist (Undertaken daily)
- Outdoor Risk Assessment
- Outdoor Risk Checklist (Undertaken daily)
- Risk Assessment for the Large Garden
- Fire Risk Assessment
- Fire Risk Checklist (Undertaken daily by Malcolm Brown)
- Sports Day Risk Assessment
- Trip to the Library Risk Assessment
- DSE users
- New & expectant mother
- Lone working
- Manual handling
- Work at Height planning checklist
- Forest school Risk Assessment

- COVID19 Risk Assessment